

Counselor & Career Advisor

Catholic Charities Adult Education Program located in Jamaica Plain seeks a part-time (24 hrs) Counselor and Career Advisor to join its team of dedicated professionals.

The Counselor Career Advisor (CCA) will provide personal counseling and career advising services to all El Centro students. The CCA will be responsible for the formulation of individual student service plans and the documentation of these services through maintenance of data bases and files. The Counselor and Career Advisor will assess each student's individual needs and strengths and monitor students' progress through regular meetings and quarterly assessments.

Other responsibilities include engaging graduating and exiting students in follow-up and transitional activities such as referrals to next steps programming, college applications and/or job searches. The CCA will also work to strengthen relationships with the Boston Career Centers and other community organizations that exist to assist students in achieving their goals beyond the HiSET.

Qualifications include a Bachelors degree in Counseling, Social Work, Education, or related field. Master's degree preferred.

Prior supervisor experience and a minimum of 2 years of experience working with at-risk youth. Bilingual in Spanish and English is required.

Sensitivity and awareness of Hispanic culture and educational, social, and economic issues. Excellent verbal and written communication skills.

Ability to manage interns and delegate tasks.

Attention to detail and good organizational skills are required. The ability to work well both independently and as part of a team.

Knowledge and experience with Microsoft Office Suite, Excel, and PowerPoint.

The ability to attend a 3 day MOSES training within the first two months of employment.

Demonstrate ability to work effectively and compassionately, in a culturally competent manner, with students of a wide variety of backgrounds, skill levels, race and ethnicity, with varying levels of English language skills.

Visit us at www.ccab.org to learn more about our programs and fundraising events.

Please send your resume and a cover letter to:

resumes@ccab.org

Please reference job # 6012

We are an equal opportunity employer

No phone calls please